

ADMINISTRATIVE-INTERNAL USE ONLY

Approved For Release 2001/08/09 : CIA-RDP78-05399A000200030016-5

7 0 DEC 1974

MEMORANDUM FOR: Director of ELINT

SUBJECT : Transfer of DD/S&T Courier Responsibilities
to the Office of Logistics

REFERENCE : Memo dtd 8 Jul 74 to Sec'y, CIA Mgmt Committee
fm C/CCC, Subject: Consolidation of Mail and
Courier Services

1. The reference, as approved by the CIA Management Committee, provides for a single Agency courier system for the Metropolitan Washington area (MWA) operated by the Office of Logistics (OL). Integration of Agency courier units into the Mail and Courier Branch, Logistics Services Division (M&CB/LSD), OL, is being conducted on a step-by-step basis to allow for an orderly transition. Pending concurrence of the Office of ELINT (OEL), it is proposed to integrate the OEL courier service for the MWA into OL on 3 February 1975.

2. The Mail and Courier Branch meets security requirements for handling all-source material and, as a result of assuming responsibility for the National Photographic Interpretation Center courier system, has acquired experienced personnel in handling such material. To assist in the orderly transfer of responsibility, it is requested that OEL forward to M&CB/LSD/OL requirements for routine and special service. Please include a list of delivery points, schedule requirements, and an estimate of approximate volume of material involved.

3. [REDACTED], Deputy Chief, LSD, is the OL point of contact for the Courier Consolidation program. If there are questions on this proposal, he may be reached on extension [REDACTED]

STATINTL

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for [REDACTED]
Michael J. Malanick
Director of Logistics

CONCURRENCE:

[REDACTED] S2 DEC 1974

1 - [REDACTED]
1 - Robert D. Singel
1 - Director of ELINT
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